

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment"

<b>Position Title:</b>	Accountant
<b>Position Number:</b>	58102081
<b>Division:</b>	Citizen Services and Resource Management
<b>Grade/Salary:</b>	6/7 \$17.57 - \$23.06/hr DOQ
<b>Status:</b>	Permanent/Full-time
<b>City:</b>	Helena
<b>Union:</b>	No
<b>Addendum /Transcripts:</b>	Yes
<b>Closing Date:</b>	August 13, 2008

The Department of Revenue is offering a career opportunity as an accountant in the Citizen Services and Resource Management Division. We are looking for a self-motivated individual with an ability to work independently and within a team environment. We want someone who possesses a strong work ethic, has a positive attitude and enjoys working with and for the public. Our accountants perform professional work related to accounting, systems management, budgeting and other special projects. If you feel you have the skills to be effective and accountable for your decisions, we want you to apply. College graduates are encouraged to apply.

Some duties include, but are not limited to, department-wide support services for accounting, cash collection and management of state revenues, revenue distribution, management systems reviews and audits, budgeting, and contract monitoring.

Primary responsibilities include accounting for collections and reconciliation of revenues within all department systems; allocation of department costs, including indirect costs; and distribution of revenue collections. This position participates in decision making for input to the financial systems and provides assistance and analysis using professional skills related to accounting including accounts receivable, accounts payable, financial statement reporting, and federal reporting.

The above competencies and degrees competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to a bachelor's degree in accounting, business administration, or a related field and minimum of three years of accounting, fiscal, and/or budget management experience including two years of experience with computer analysis of financial information. Other combinations of education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The salary offered for this position is within a range and starting pay will depend on the successful applicant's qualifications. The State offers its employees a great benefits package such as three weeks paid vacation, sick leave, full medical, dental and vision coverage along with life and disability insurance. This is a great career opportunity with a deferred compensation program and retirement benefits. The department offers additional training opportunities for all employees.

**A typical average compensation package for an average salary of \$40,000/yr is:**

Wages:	\$40,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 2,760.00

**Total Average Wage Package \$49,840.00**

**Application Deadline:** All application materials must be received by 5 p.m. on the closing date. Application materials may be sent directly to:

Human Resources Room 433  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue). Phone: (406) 444-9858 Fax: (406) 444-6998.

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Application Addendum
3. College/University Transcripts (unofficial are accepted)
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (TDD 406-444-2830)

**Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

**Background Examination:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

**Compliance with All Appropriate Montana Tax Laws:** Specifically, your tax status must be current.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Tell Us About Yourself!**  
**Application Addendum**

Department of Revenue  
Accountant  
Position Number #58102081  
Application Deadline is August 13, 2008

1. **Tell us why you feel you are qualified for this position by describing your accounting background, including your education and/or work experience. Please be as detailed as necessary to illustrate your qualifications. Include your name on each page you submit.**